

**Position Requirements Document Cover Sheet****Position Number: 13769****Classification:** Logistics Management Specialist, NH-346-III**Local Title:****Employing Office Location:** Orlando, FL**Duty Station:****Org Info:** Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA (ALT)1<sup>st</sup> Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)2<sup>nd</sup> Div: Project Support Group3<sup>rd</sup> Div: Acquisition Logistics Directorate4<sup>th</sup> Div:

**Supervisor's Certification:** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

**Immediate Supervisor:** Harry Bryan**Title:** Director, Acquisition Logistics Directorate**Signature:** \_\_\_\_\_ **//S//** **Date:** \_\_\_\_\_ **1-31-05****Higher Supervisor or Manager:** \_\_\_\_\_ **Traci A. Jones****Title:** \_\_\_\_\_ **Project Support Executive****Signature:** \_\_\_\_\_ **//S//** **Date:** \_\_\_\_\_ **1-31-05**

**Classification/Job Grading Certification:** I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broad banding criteria.

**Classification Official:** Michael Lozano**Title:** HR Specialist**Signature:** \_\_\_\_\_ **//S//** **Date:** \_\_\_\_\_ **2-2-05****FLSA:** Exempt**Drug Test:****Key Position:****Sensitivity:** NCS**Reason for Submission:** New**Previous PD Number:** NA**Envir. Diff:****Acq Posn Category:** L**Acq Career Level:** 3**Acq Special Asgmt:****Career Spec – Primary:****Cont Job Site:****Financial Disclosure:** [ ] Public Financial

[ ] Supervisor [ ] Manager

**BUS Code:** 7777 **CL:** 1301**Emergency Ess:****OPM Functions Code:****Status:** Competitive**Subject to IA:** Yes**Mobilization:****Career Prg ID:****CAPL Number:****Acq Posn Type:** 4**Acq Prog Ind:****Career Spec – Sec:****Mobility:**

[x] Confidential Financial

[x] Neither

**Citation 1:** Logistics Management Series, GS-0346, TS-78 January 1987**Citation 2:** AWF, PDP, BLD, Federal Register, Volume 64, Jan 99

**Acquisition Workforce Demo Project**  
**Position Requirements Document**

I. Organization information:

Position is located in the Acquisition Logistics Directorate, Project Support Group, Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Logistics Management Specialist, NH-0346-III.

III. Duties:

Leads and coordinates the development of Integrated Logistics Support (ILS) plans for major, complex, systems that encompass new and emerging technologies or complicated fielding requirements. Defines scope, interface requirements, policy issues and performance criteria. Develops milestones. Ensures compliance with policies or recommends new ones. Defines problems, develops recommendations for issues to be addressed in ILS plans. Ensures coordination with all concerned functional elements. Provides managers background information, planning rationales, and alternatives. Serves on ILS management teams. Recommends new logistics support concepts. Manages, monitors, evaluates and coordinates the execution of Integrated Logistics Support (ILS) for major complex, systems that encompass new and emerging technologies or complicated fielding requirements. Evaluates progress in attaining ILS objectives. Monitors expenditures and projects cost changes.

Responsible for enhancing logistics readiness/mobilization and support effectiveness. Resolves complex logistics problems affecting numerous activities and units spread over large geographical areas. Develops, initiates and oversees the implementation of corrective actions and program enhancements.

For Foreign Military Sales (FMS) cases involving one or more countries, serves as a senior country program manager, independently providing logistics program Total Package Offer support for purchases, transfers and leases of major weapons systems, complex equipment, and extensive support services. Coordinates a staff of specialists engaged in researching foreign government requirements, preparing Letters of Offer and Acceptance (LOA), and ensuring delivery and billing, identifying materiel, services and shipping requirements, and projecting costs for systems life cycles. Negotiates final LOA. Monitors open FMS cases.

Provides FMS program guidance to representatives of foreign countries, and other DOD components and commands. Responsible for the resolution of highly sensitive and complex logistics problems, and for the development and implementation of corrective actions, program enhancements, and policy changes.

Plans, monitors, and evaluates War Reserve logistics operations encompassing provisioning, sustainment, modernization, readiness and maintenance of war reserve sets of unit equipment pre-positioned in different geographic regions. With representatives of other services

and components, plans, coordinates and evaluates joint services/component support activities. Monitors implementation of new War Reserve policies and programs. Resolves highly complex logistics problems, and develops and oversees implementation of corrective actions.

Participates in planning, managing, and monitoring International Industrial Production Co-Production (IIPC) programs. Prepares positions for negotiation of co-production memoranda of understanding and implementing arrangements. Participates in the establishment of cooperative logistics programs. Coordinates with the different commands, project offices, governments and U.S. and foreign industry representatives to ensure adherence to program schedules, objectives and international agreements. Develops program evaluation criteria and participates in program reviews. Troubleshoots Foreign Military Sales cases with suspected logistics deficiencies. Participates in meetings with industry representatives to identify international defense trade concerns and issues.

Responsible for total, cradle to grave intensive logistics management to support a complex, major weapons system from concept through field deployment. Performs the full range of planning, liaison, contract monitoring, equipment and organizational interface, control of other government elements supporting the effort, and logistics phases of field exercises and tests. Initiates and maintains contacts with tri-service and key contractor personnel.

Applying the principles of life cycle management, and as component expert, considers facilities, equipment, geographic/climatic conditions, and usage projections to oversee and monitor the planning and implementation of comprehensive DOD component logistics programs, integrated with environmental and safety requirements, for the receipt, storage, issue, transportation, maintenance and demilitarization of ammunition, explosives, propellants, and pyrotechnics. Evaluates plans, and develops and assures the implementation of corrective actions and changes to reflect new requirements, technologies, and safety concerns. Coordinates extensively with representatives of other commands, DOD components, and contractors. Leads/performs special studies.

Exercises full program responsibility for automated logistics systems. Develops functional guidance for new systems and for major system modifications. Serves as primary functional advisor and analyst in the design and development of automated systems. Leads special automation projects which focus on the resolution of the most complex system problems and logistics program requirements.

Develops, refines, analyzes, and issues logistics policies applicable to one or more DOD components. Coordinates with representatives of other components and organizations concerning precedent-setting, controversial, sensitive and/or complex issues and their impact or potential impact on military requirements, various and different functions, Congressional concerns, and private sector organizations.

#### IV. Factors:

Factor: 1. - Problem Solving Level III.

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Independently defines, directs, or leads highly challenging projects/programs. Identifies and resolves highly complex problems not susceptible to treatment by accepted methods. Develops, integrates, and implements solutions to diverse, highly complex problems across multiple areas and disciplines. Anticipates problems, develops sound solutions and action plans to ensure program/mission accomplishment. Develops plans and techniques to fit new situations to improve overall program and policies. Establishes precedents in application of problem-solving techniques to enhance existing processes.

Factor: 2. - Teamwork/Cooperation Level III.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Works with others to accomplish complex projects/programs. Applies innovative approaches to resolve unusual/difficult issues significantly impacting important policies or programs. Promotes and maintains environment for cooperation and teamwork. Leads and guides others in formulating and executing team plans. Expertise is sought by peers.

Factor: 3. - Customer Relations Level III.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Guides and integrates functional efforts of individuals or teams in support of customer interaction. Seeks innovative approaches to satisfy customers. Establishes customer alliances, anticipates and fulfills customer needs, and translates customer needs to program/projects. Interacts independently and proactively with customers to identify and define complex/difficult problems and to develop and implement strategies or techniques for resolving problems (e.g., determining priorities and resolving conflict among customers' requirements).

Factor: 4. - Leadership/Supervision Level III.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Provides guidance to individuals/teams; resolves conflicts. Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance. Defines, organizes, and assigns activities to accomplish project/program goals. Guides, motivates, and oversees the activities of individuals and teams with focus on project/program issues. Fosters individual/team development by mentoring. Pursues or creates training development programs for self and others.

Factor: 5. - Communication Level III.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Communicates project or program results to all levels, internally and externally. Reviews and approves, or is a major contributor to/lead author of, management reports or contractual documents for external distribution. Provides inputs to policies. Presents briefings to obtain consensus/approval.

Factor: 6. - Resource Management Level III.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and allocates resources to accomplish multiple project/programs. Identifies and optimizes resources to accomplish multiple project/program goals. Effectively accomplishes multiple project/program goals within established guidelines.

#### V. Staffing KSA's

Ability to communicate orally

Ability to communicate in writing

Ability to maintain good working relations

Ability to plan and organize work

Ability to gather, analyze, organize, and present data and supporting analyses

Ability to use office automation tools and techniques to design and generate reports, briefing materials, and/or comparable documents

Knowledge of automated data processing concepts, systems capabilities, and economic usage to effectively complete assignments

Ability to organize and lead special study teams and task forces with members from different organizations and commands

Ability to identify problems and develop innovative solutions

Knowledge of acquisition requirements sufficient to serve as a Contracting Officer's Technical Representative (COTR)

Ability to develop, prepare, coordinate, staff, and implement policies, procedures, programs, and directives

Ability to stratify resources against approved programs; to plan, present, and execute budgets; to analyze budget impacts on programs; and to forecast long-term funding requirements

Knowledge of regulatory requirements, special procedures, and preventive safety factors for the transportation and storage of ammunition, explosives or other hazardous materials

Knowledge of security, safety, and environmental requirements pertaining to ammunition, explosives, hazardous chemicals, and toxic materials

Knowledge of Security, Safety, and Environmental Requirements

Ability to review, analyze, and evaluate logistics management programs and activities

Knowledge of requirements for fielding equipment

Ability to interpret specialized documentation and descriptions pertaining to equipment

Ability to review, analyze, and manage Contingency, Mobilization Planning, and/or War Reserves Programs

Ability to review, analyze, and manage Foreign Military Sales programs

Ability to review, analyze, and coordinate International Cooperation and Co-Production Programs

Knowledge of logistics management principles, concepts, policies and regulations

Knowledge of logistics functions, programs and systems applicable to the duties of this position

Knowledge of sources, responsibilities, and means for providing assistance and advice to resolve logistics problems

Knowledge of all aspects of life cycle Integrated Logistics Support (I)